Undergraduate Program Assistant

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Undergraduate Program Assistant

School of Environmental Sciences
Ontario Agricultural College

Hiring #: 2016-0353

Please read the Application Instructions [2] before applying

Reporting to the Administrative Officer, the incumbent will be principally responsible for providing general departmental administrative support and assistance for the undergraduate programs in the School of Environmental Sciences. The School of Environmental Sciences is a well-established academic unit in the Ontario Agricultural College, currently with 32 faculty members. The Undergraduate Program Assistant is responsible for: providing undergraduate academic support to the department’s faculty members and sessional instructors including assisting with Courselink, placing textbook orders, coordinating course evaluations, assisting with classroom scheduling, exam scheduling; maintaining course and instructor lists and data; verifying the undergraduate and graduate calendar; liaising with the Centre for Students with Disabilities and Registrar’s Office regarding exam arrangements; directing students in completing the appropriate forms; collecting and compiling undergraduate teaching data required for administrative purposes; and providing support to the Undergraduate Curriculum Committee. In addition, the incumbent will also provide general department support including department room bookings, projector and conference phone signouts, managing keys, answering/directing general inquiries, and assisting other administrative staff with meeting deadlines and during absences.

Requirements of the position include: A One year Community College plus one year of related experience, or an equivalent combination of education and experience. Candidates must demonstrate: initiative; attention to detail; strong organizational skills; working knowledge of email, Microsoft Office software (Word, Excel), and Adobe Acrobat Pro; dependability; the ability to work effectively both independently and as a member of a team; strong written and oral communication skills; and the ability to prioritize tasks. Experience working in an academic department; proficiency with Courselink, Webadvisor, course evaluation systems and working knowledge of undergraduate academic programs and the applicable academic administrative policies would be considered assets.

Position Number         131-040
Classification               USW, Local 4120 Salary Band 3*
Salary Range              $20.20 Minimum (Level 1)
$22.55 Normal Hiring Limit (Level 3)
$27.26 Job Rate (Level 7)
*Tentative evaluation; subject to committee review

Posting Date: 2016 08 24
Closing Date: 2016 08 31

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply